

U.S. DEPARTMENT OF LABOR  
Bureau of International Labor Affairs

Notice of Availability of Funds and Funding Opportunity Announcement for Project to Reduce the Worst Forms of Child Labor and Improve Labor Law Enforcement and Working Conditions in Paraguay.

Announcement Type: Initial

Funding Opportunity Number: FOA-ILAB-15-05

Catalog of Federal Domestic Assistance (CFDA) Number: 17.401

Key Dates: The closing date for receipt of applications under this Announcement is September 22, 2015. Applications must be received no later than 4:00:00 p.m. Eastern Time.

All technical questions related to the content of this Funding Opportunity Announcement (FOA) must be submitted no later than 10 business days prior to the close date of the FOA.

Addresses: Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Office of Grants Management, Attention: Elizabeth Whittington, Grant Officer, Reference FOA-ILAB-15-05, 200 Constitution Avenue, NW, Room N4673, Washington, DC 20210. For complete application and submission information, including online application instructions, please refer to Section IV.

Executive Summary:

The Bureau of International Labor Affairs (ILAB), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$6,000,000 total costs for one or more cooperative agreements to fund a technical assistance project(s) in Paraguay to support efforts to reduce the worst forms of child labor (WFCL) and improve labor law compliance, with a particular focus on the Department of Guairá. The project will provide technical assistance to support Paraguay’s newly established Ministry of Labor, Employment and Social Security (MTESS) to strengthen its organizational capacity, particularly that of its labor inspectorate, to enforce child labor laws, improve working conditions with regards to minimum wage and hours of work violations, and develop employment training opportunities for vulnerable populations, including with a focus on rural adolescent girls. The project will use an area-based approach to combat the WFCL in urban work and agriculture, and it will continue the progress already made in eliminating child labor in sugarcane production. The project will gather and disseminate lessons and results from project implementation in the Department of Guairá that can be replicated or adapted by the MTESS for use in other parts of the country. The duration of the project will be a maximum of 4 years (48 months) from the effective date of the award. Eligible Applicants may include any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s), capable of successfully fulfilling the objectives identified in the Funding Opportunity Description.

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## **I. Funding Opportunity Description**

### **A. Program Purpose**

ILAB leads DOL's efforts to ensure that workers around the world are treated fairly and are able to share in the benefits of the global economy. ILAB's mission is to advance workers' rights and livelihoods, particularly for the world's most vulnerable workers. ILAB's Office of Child Labor, Forced Labor and Human Trafficking (OCFT) conducts and funds research, develops strategic partnerships, and funds an international technical cooperation program to eliminate the worst forms of child labor, forced labor, and human trafficking.

This FOA solicits applications to implement a project with the goal of supporting Paraguay in its efforts to reduce the WFCL and improve labor law compliance, with a particular focus on the Department of Guairá. The project will provide technical assistance to support MTESS to strengthen its organizational capacity, particularly that of its labor inspectorate, to enforce child labor laws, improve working conditions with regards to minimum wage and hours of work violations, and develop employment training opportunities for vulnerable populations, including with a focus on rural adolescent girls. The project will use an area-based approach to combat the WFCL in urban work and agriculture, and it will continue the progress already made in eliminating child labor in sugarcane production. The project will gather and disseminate lessons and results from project implementation in the Department of Guairá that can be replicated or adapted by the MTESS for use in other parts of the country.

This announcement is for the award of a new cooperative agreement with the specific project objectives and outcomes outlined in this FOA. As such, Applicants may not submit applications to renew or supplement an existing project.

### **B. Program Authority**

ILAB is authorized to award and administer grants and cooperative agreements by the Consolidated and Further Continuing Appropriations Act, 2015, Pub. Law 113-235 (2014).

### **C. Project Targets**

The project will assist children, households, and workers who are susceptible to child labor, other violations of labor rights, or exploitative working conditions and will implement activities in the Department of Guairá. Children receiving direct beneficiary services must be ages 5 to 17 at the time the intervention begins. Applicants are encouraged to propose strategies that assist rural females.

### **D. Background Information**

In Paraguay, recurrent labor violations include the WFCL, illegal and unregistered adolescent labor, and failure to observe minimum wage and maximum hours of work for adolescents of legal working age and adults.<sup>1</sup> Poverty, social acceptance, and limited education, training and livelihood opportunities create vulnerabilities to child labor exploitation in agriculture, domestic service, and urban work. Children in Paraguay are engaged in child labor in agriculture and in the WFCL in domestic service and urban work. A 2011 quantitative government survey found that 21 percent of all Paraguayan children are engaged in hazardous work, and that approximately 90 percent of all working children perform hazardous tasks, such as carrying heavy loads or using dangerous tools. A 2011 quantitative study on child labor in Paraguay's

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<sup>1</sup> Article 58 of the Childhood and Adolescence Code sets the minimum age for work at 14. Article 54 of the Childhood and Adolescence Code, Article 3 of Decree 4951, and Article 125 of the Labor Code set the minimum age for hazardous work at 18.

sugarcane sector estimated that children comprise more than 25 percent of the sugarcane workforce, and about one out of four of those children suffered injuries twice a year, on average, while working.<sup>2</sup> Many children also work selling goods in the street. Children working in urban areas are subject to injuries from street work and commercial sexual exploitation. Paraguay has almost 60,000 children in child domestic service, and domestic workers are particularly vulnerable to trafficking for sexual exploitation.

A major contributor to the high prevalence of violations of labor rights is the high level of informality; about 71% of non-agricultural employment is in the informal sector.<sup>3</sup> Informality is maintained through sub-contracting jobs where there is a high potential for minimum wage abuses. Although Paraguay adopted a law in 2013 to incorporate youth in the labor market and to regulate specific contractual arrangements for their employment, Paraguay has one of the highest rates of youth informal employment in the Latin America region—between seven and eight of every 10 employed youth (ages 15 to 24) worked in informal conditions in 2013.<sup>4</sup> This situation makes them highly vulnerable to labor exploitation. Young Paraguayan workers complain of precarious working conditions: low pay; hours that exceed legal limits; contracts of short duration; undated resignation papers that workers have to sign when they are hired; high production quotas; and unreliable work schedules that make it difficult to study and work. There is also both youth unemployment and underemployment, especially among girls in rural areas, which can limit their future employment prospects and professional development.<sup>5</sup>

The Childhood and Adolescence Code requires that adolescent workers be formally registered to work by CODENI (Consejerías Municipales para los Derechos del Niño, la Niña y el Adolescente or Defense Councils for the Rights of Children and Adolescents). This registration should be referred to the MTESS within 72 hours so that employers could be inspected for their enforcement of labor laws regarding adolescents. In practice, this registration, referral, and inspection are rarely done. Many youth lack identity documents which are required for an adolescent worker to formally register in CODENI. In cases where children are victims of violations under the penal code (which include the WFCL), they should be protected by children's judges. Yet oftentimes labor inspectors or other persons cannot freely enter private homes and farms suspected of violating labor laws and there is a lengthy process to obtain permission from judges.

Children, adolescents, and women are often not paid or are paid less than minimum wage.<sup>6</sup> For example, the legal wage rate for adult domestic workers, who are generally female, is 40% of the minimum wage, despite Paraguay's ratification of ILO Convention 189 Concerning Decent Work for Domestic Workers in 2013, which would require full minimum wage. Domestic workers cannot receive social security benefits unless they are paid minimum wage. Furthermore, MTESS lacks a registry of domestic workers.

The MTESS separated from the Ministry of Justice in 2013 and has developed a strategic plan that includes building a highly effective, professional labor inspectorate. To do so, it plans to hire 40 new inspectors in 2015. It will be necessary to develop new inspection protocols and to provide training on labor laws and regulations for the new inspector corps. Furthermore, the MTESS does not have an electronic information

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<sup>2</sup> ICF Macro (2011) *Child labor in the Sugarcane Industry in Paraguay*. Paraguay is seeking a niche global market with organic sugar. It seeks to expand production and reduce child labor.

<sup>3</sup> IMF (2015) *Paraguay: selected issues*, <http://www.imf.org/external/pubs/ft/scr/2015/cr1538.pdf>. See also *ABC Color*, (September 16, 2012) “Clara radiografía de nuestra gran informalidad” <http://www.abc.com.py/edicion-impresasuplementos/economico/clara-radiografia-de-nuestra-gran-informalidad-451053.html>.

<sup>4</sup> Paraguay adopted *Law N° 4951* for the Incorporation of Youth in the Labor Market in June 2013. See ILO (2015), *Youth and Informality Promoting Formal Employment among Youth: Innovative Experiences in Latin America and the Caribbean*.

<sup>5</sup> The incidence of informal employment among young rural employees is approximately 80% in Paraguay. See ILO (2015).

<sup>6</sup> Article 17 of the *Ley de Primer Empleo* states that workers hired under this Law, which includes adolescents ages 15-28, receive the legal minimum wage, according to hours worked, except as otherwise provided by law. See ILO (2015) and *ABC Color* (September 22, 2012), “Paraguay tiene 122.277 jóvenes desempleados, según la DGEEC” <http://www.abc.com.py/edicion-impresas/locales/paraguay-tiene-122277-jovenes-desempleados-segun-la-dgeec-453869.html>

system for the compilation and analysis of labor inspection data that would be useful for developing a strategy for proactive targeted inspections and for development of labor policy and legislation.

Although Paraguay has advanced its efforts to address child labor by implementing certain promising social protection programs and working with the private sector, including in sugarcane production in Guairá, these efforts have been insufficient relative to the scope of the problem. Furthermore, coordination among agencies in addressing the issue at the local and municipal level needs to be strengthened. For more information on the WFCL in Paraguay, including government efforts to address the problem, see the U.S. Department of Labor's 2013 Findings on the Worst Forms of Child Labor Report, available at: <http://www.dol.gov/ilab/reports/child-labor/findings/>.

## **II. Award Information**

### **A. Award Type and Amount**

Funding will be provided in the form of a cooperative agreement. Approximately \$6,000,000 is expected to be available to fund approximately 1 or more award(s). You may apply for a ceiling amount of up to \$6,000,000 total costs. Awards made under this Announcement are subject to the availability of Federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional recipients from applications submitted in response to this Announcement.

ILAB's involvement in program activities will focus on elements that are essential to meet program requirements and assure achievement of program objectives. ILAB involvement will include:

- Designating key personnel positions and approving key personnel;
- Collaborating with the recipient in order to refine the project strategy, the baseline survey and follow-up or endline survey methodology, the project performance indicators, and to develop a Comprehensive Monitoring and Evaluation Plan (CMEP);
- Monitoring project implementation through work plans, progress reports, evaluations, attestation engagements, site visits or conference calls with the recipient; and
- Approval of deliverables outlined in the cooperative agreement and Management Procedures and Guidelines (MPG).

### **B. Period of Performance**

The period of performance is a maximum of 4 years (48 months) from the effective date of the award. This performance period includes all necessary implementation and start-up activities.

## **III. Eligibility Information**

### **A. Eligible Applicants**

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s) (PIOs), capable of successfully fulfilling the objectives identified in the Funding Opportunity Description (see Section I) is eligible to apply. ILAB requires that all entities that elect to apply for this opportunity adhere to the specific requirements outlined in this FOA concerning monitoring and evaluation (M&E), audits and counter-terrorism. In negotiating an award with a PIO, ILAB will discuss the inclusion of appropriate language in the agreement acknowledging the rights and privileges as currently established and afforded to PIOs by the U.S. Government in accordance with U.S. law.

The following types of organizations **are not** eligible to apply nor to participate as subrecipients/contractors:

- Organizations designated by the U.S. Government to be associated with terrorism.
- Organizations designated by the U.S. Government to have been debarred or suspended.
- Organizations planning to charge a fee (profit) associated with a project funded by DOL under this award.

In addition, foreign governments and entities that are agencies of, or operated by or for, a foreign state or government, are not eligible to apply.

## **B. Cost Sharing or Matching**

Cost sharing or matching funds are not required for this program. Applications that include any form of cost sharing or match will not receive additional consideration during the review process. Cost sharing or match is not one of the application screening criteria.

## **C. Other Information**

### **1. Application Screening Criteria**

You should use the checklist below as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for Applicants and should not be included in the application package. We urge you to use this checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward to the merit review process.

<b>Application Requirement</b>	<b>Instructions</b>	<b>Complete?</b>
The deadline submission requirements are met	Section IV.B.3.	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (We will attempt to open the document, but will not troubleshoot any problems related to opening files.)	Section IV.B.3.	
Application does not exceed the ceiling amount of \$6,000,000 total costs	Section II.A	
Applicant has registered with SAM and maintains an active account	Section IV.B.2.a	
Completed and signed SF-424, Application for Federal Assistance	Section IV.B.2.c	
SF-424A, Budget Information Form	Section IV.B.2.d	
Technical Proposal	Section IV.B.1	
Annexes to Technical Proposal	Section IV.B.1.e	

<ul style="list-style-type: none"> <li>• Abstract</li> <li>• Results Framework</li> <li>• Work Plan</li> <li>• Past Performance References</li> <li>• Evidence of Government Support and Country Presence</li> <li>• Project Management Organizational Chart</li> <li>• Key Personnel Signed Commitment Letters (3)</li> <li>• 1 Page Resumes for Key Personnel (3)</li> <li>• 1 Page Resumes for Required Other Professional Personnel (2)</li> <li>• Audit Documentation</li> </ul>		
Outputs based budget and budget narrative	Section IV.B.2.e.	

## 2. Number of Applications To Be Submitted

Multiple applications from an organization are not allowed. If multiple applications are received, the most recent application submitted will be accepted. If the most recent application is disqualified for any reason, we will not replace it with an earlier application. Applicant entities are not precluded from participating as partners on another entity's application.

## IV. Application and Submission Information

### A. How to Obtain an Application Package

This FOA, found at [www.Grants.gov](http://www.Grants.gov), contains all of the information and links to forms needed to apply for funding. Applicants should note that hyperlinks to portions of the FOA are included in various parts of the announcement. Applicants are required to comply with all parts of the FOA, including those parts found at the hyperlinks.

### B. Content and Form of Application Submission

Applications submitted in response to this FOA must consist of two separate and distinct parts: (1) a Technical Proposal, including an abstract, table of contents, and annexes; and (2) a Cost Proposal, including the SF-424 "Application for Federal Assistance" and related forms identified below. It is your responsibility to ensure that the funding amount requested is consistent across all parts of the application. If the funding amount is not consistent, the amount requested on the SF-424 will be considered for the purpose of the award.

#### 1. Technical Proposal

All pages of the application must be numbered. All required documents (including annexes) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this announcement will not be considered. Technical Proposals must be no more than 50 single-sided, double-spaced pages (8-1/2" x 11" with 1" margins). If any page limits required by this FOA for any part of the application are exceeded, the content that exceeds the page limit will not be

considered during the merit review process. Font style must be Times New Roman and font size must be no less than 12-point. The Cover Page, Acronyms List, Abstract, Table of Contents, and required annexes to the Technical Proposal do not count toward the page limit. Different fonts and font sizes may be used for tables, text boxes, and graphics. Please see section IV.B.3. for the file format requirements for electronic submissions.

The following instructions provide all of the information needed to complete the Technical Proposal. Applicants should carefully read and consider each section, and include all required information. The Technical Proposal will be evaluated using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Technical Proposal:

**a. Abstract (Executive Summary)**

You must submit as an annex an abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The description of the proposed project must include the Applicant's name, project title, a description of the area to be served (if applicable), number of participants to be served (if applicable), the total cost per participant (if applicable), and the funding level requested. The Abstract is limited to two double-spaced single sided 8.5x11 inch pages with 12 point text font, Times New Roman font style, and 1 inch margins. When submitting in grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

**b. Table of Contents**

The Table of Contents must list all required documents and include their corresponding page numbers.

**c. Project Narrative**

The Project Narrative must describe in detail the Applicant's response to the FOA. At minimum, the Project Narrative must contain the following sections:

**1) Statement of Need**

Applicants should describe, in both quantitative and qualitative terms, the need for assistance, including the nature and scope of the problems, and the consequences of not addressing the need. Include relevant cultural, economic, social, labor and legal factors contributing to the problem. Applicants must identify significant gaps in laws, policies, programs and coordination efforts that contribute to the identified problem and that need to be filled by the project.

**2) Goals, Objectives and Expected Outcomes**

Applicants must describe the overall goals, objectives, and expected outcomes the project will achieve, including those identified below. Applicants must demonstrate how their proposed strategies described in the Project Design section will fill identified gaps and achieve the identified project objectives and expected outcomes. Applicants may suggest additional objectives and/or outcomes and a rationale for how they contribute to the achievement of the project's overall goals.

The main goals of the project are to support Paraguay in its efforts to reduce the WFCL and improve labor law compliance, with a particular focus on the Department of Guairá. In support



of these goals, the project has two main objectives that should, at a minimum, lead to the outcomes outlined below.

**OBJECTIVE 1: Children protected and educational opportunities expanded in the Department of Guairá.** Expected Outcomes:

- Awareness on the WFCL and labor rights, including acceptable conditions of work (minimum wage and hours of work), raised and vulnerable children referred to social protection programs.
- Coordinated multi-agency<sup>7</sup>, area-based strategy to reduce the WFCL implemented (focus on agriculture, particularly in sugarcane, and in urban work).
- Integrated data sharing system (registro único) to eliminate the WFCL and protect children and adolescents is operational in the Department of Guairá.
- Innovative educational programs implemented.
- Vocational training conducted to improve livelihoods of households vulnerable to the WFCL, including with a focus on rural adolescent girls.

**OBJECTIVE 2: Labor laws enforced and working conditions improved in the Department of Guairá.** Expected Outcomes:

- Labor law compliance increased and working conditions improved, particularly with reference to child/adolescent labor and minimum wage and hours.
- Labor law enforcement information system improved and expanded.
- Mechanisms for labor law compliance and enforcement developed to effectively protect vulnerable children.
- Working adolescents, including domestic laborers, are formally registered in CODENI<sup>8</sup> and reported to the MTESS for labor law protection.

### **3) Targets**

Applicants must describe the target populations that are to be direct or indirect beneficiaries of the project (see Appendix B for definitions of direct and indirect beneficiaries). Applicants must state the number of beneficiaries to be provided services by the project, and must justify this number, taking into account the project strategy and budget implications. Applicants must provide initial criteria for selection of potential project beneficiaries, if applicable. Applicants must also provide a justification for their selection of a target geographical area(s), as applicable. Applicants must describe how target populations and/or geographic areas reflect the problem to be addressed and the overall strategy being proposed by the Applicant.

Applicants must propose strategies that target children, households, and workers who are susceptible to child labor, other violations of labor rights, or exploitative working conditions.

*Geographical area.* Applicants must implement activities in the Department of Guairá. National-level capacity strengthening should be conducted at the national level, in addition to the target areas. Applicants should provide the name(s) of the specific geographic areas within the Department of Guairá, such as municipalities, for project implementation, and a justification for

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<sup>7</sup> These agencies include but are not limited to the MTESS labor inspectorate, the Judiciary, the National Commission to Prevent and Eradicate the Exploitation of Children (CONAETI), National Secretariat for Children and Adolescents (SNNA), CODENI, Abrazo and Tekoporá programs, Ministry of Agriculture, and Ministry of Micro, Small, and Medium Enterprise, Secretariat for Youth, and the private sector (e.g., sugar mill operators and other businesses).

<sup>8</sup> CODENI is required to register working adolescents and to report the registration of these adolescents within 72 hours.

their inclusion must be provided in the application. In all cases, the final list of communities and municipalities will be agreed-upon post-award between the grantee and USDOL.

*Direct Beneficiaries.*

Children receiving direct beneficiary services must be ages 5 to 17 at the time the intervention begins. Applicants are encouraged to propose strategies that assist rural females. Applicants must target child beneficiaries who face one or more of the following factors that contribute to their engagement in or high-risk of entering child labor:

- engaged in hazardous work (or a sibling is);
- deficient in basic literacy skills;
- not attending school;
- a head of household;
- in need of assistance to complete educational programs;
- in need of assistance to secure and retain age appropriate employment (including for children affected by a disability).

#### **4) Project Design**

Applicants must propose a strategy to achieve the objectives and outcomes stated above for the project's target population. Applicants must describe all major areas of project intervention. In describing project interventions, Applicants are expected to describe specific activities, including direct service interventions, and how such activities will lead to the project's expected objectives and outcomes. Applicants should identify any potential barriers and describe how the project will be able to overcome those barriers.

DOL has informed host government officials of the proposed award. Applicants must consult with the Government of Paraguay to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government of Paraguay's efforts to address the WFCL and improve labor law compliance, with a particular focus on the Department of Guairá. Applicants should discuss proposed interventions and activities with host government officials and work with government stakeholders at the national and/or local level, including relevant ministries or government bodies, during the preparation of their applications. The Project Design should demonstrate evidence of this consultation. In addition, Applicants must provide required supporting documentation as discussed in Section IV.B.1.d.2 "Country Presence and Host Government Support."

Effective labor law enforcement is necessary to eradicate the WFCL, protect adolescent workers from illegal labor practices, and improve the welfare of families subject to violations of wage and hour protections. Paraguay's newly established MTESS has requested support to improve its capacity to enforce labor laws. The project will work with MTESS to strengthen its labor inspectorate, improve working conditions with regards to minimum wage and hours of work violations, and develop alternative employment training opportunities for vulnerable populations. To meet the project objectives, Applicants must develop a comprehensive strategy to support Paraguay in its efforts to improve labor law compliance (including those related to child labor) and working conditions (minimum wage and hours of work), with a particular focus to enforce labor laws. The project will work with MTESS to strengthen its labor inspectorate, on the Department of Guairá. The project will work with MTESS and those government institutions charged with protecting children and improving opportunities for children, workers, and families. The project must undertake an area-based approach in the target areas in the Department of Guairá (see Appendix B for a definition of "area-based approach").

The Applicant must propose a strategy to improve the capacity of government agencies (at different levels) to coordinate programs and activities that reduce child labor, increase opportunities for improved livelihoods and employment, and foster sustainability. Applicants must present a detailed strategy for its proposed engagement with government institutions and how those entities would contribute to the project strategies. Applicants must demonstrate an understanding of child labor and the challenges facing youth in Paraguay, including in the target areas, and the types of governmental and non-governmental programs that are addressing these issues. Applicants are encouraged to seek partnerships with employers and/or business coalitions to address and monitor child labor and provide employment opportunities for youth of legal working age. Applicants should note that USDOL's desire is for focused, holistic, and interrelated interventions, as well as realistic proposed outputs, rather than large quantities of dispersed and segmented activities. This should be reflected in the Applicant's proposed strategies. As discussed below, Applicants will be required to coordinate targeting and implementation closely with other United States government (USG) programs, including USAID and other USDOL<sup>9</sup> projects or activities in Paraguay, and with the MTESS, which is committed to providing complementary resources to support project goals, depending on the availability of resources.

To foster sustainability, Applicants should consider replicating, expanding upon, or strengthening existing programs, including training and vocational programs, to the degree possible; as much as possible, decisions about which programs to replicate and expand should be based upon available evidence from evaluations, performance data, or other assessments of existing programs. Applicants must present a strategy to institutionalize project-developed systems, curricula, protocols and tools within the relevant government or employer organizations, including through securing budgetary support.

The following is a list of outputs and activities that, at a minimum, must be included in order to support implementation of the proposed strategy and identified outcomes. Applicants are encouraged to propose additional and complementary outputs and activities as appropriate to their proposed strategies. All outcomes, outputs, and activities will be refined and finalized during the development of the project's required comprehensive monitoring and evaluation plan (CMEP). (See section IV.B.1.c.5).

**OBJECTIVE 1: Children protected and education opportunities improved in the Department of Guairá.** Applicants must propose strategies to provide opportunities for education, training, and improved livelihoods to child laborers, children at risk of child labor, rural adolescent females, and adults in households vulnerable to the WFCL. Applicants must explain the steps the project will take to ensure that livelihood activities offered to households do not lead to hazardous work situations, including children's involvement in the use of agrochemicals or dangerous urban work, and to avoid possible and unintended consequences of project interventions related to livelihood promotion (e.g., an increase in household debt burden, greater demand for child labor, and decreased participation in schooling). At a minimum, the following outputs and activities must be included:

*Raise awareness of WFCL and labor rights and increase access to social protection services.* Applicants must propose to develop and implement activities that lead to a greater awareness

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<sup>9</sup> USDOL is supporting three global projects that have components in Paraguay. For a list of USDOL programs in Paraguay, see: <http://www.dol.gov/ilab/map/countries/paraguay.htm>. Also see the DOL Newsletter section about a recent Paraguayan delegation to DOL: [The DOL Newsletter - April 2, 2015](http://www.dol.gov/newsroom/record.cfm?id=24544). For an interactive map with information on USAID's programs in Paraguay, see: <http://map.usaid.gov/>.

among employers and workers of labor rights, including child labor, and that lead to increased access to social protection services for vulnerable children.

- Communications strategy developed to support an MTESS communication campaign to raise awareness about:
  - Dangers of the WFCL.
  - Paraguay's obligation to enforce minimum age laws and eradicate the WFCL as a result of ILO ratification of ILO Conventions 138, 182 and 189.
  - Legal obligation for all citizens (and especially public servants) to report violations against children to 147-hotline or other responsible party.
  - Labor rights, in particular, regarding the minimum wage and hours of work.
  - Process to file complaints regarding labor rights violations.
- Technical assistance provided to the Government of Paraguay (GOP) to identify/refine indicators of child vulnerability to the WFCL.
- Survey of children vulnerable to child labor and those without identity documents completed in the Department of Guairá.
- Project beneficiaries identified and assisted to help obtain identity documents (birth registration and identity cédulas) for eligibility for education and social protection programs and CODENI registration.
- Project beneficiaries referred to Abrazo, Tekoporá or other social protection programs.
- Beneficiary children's work status monitored in partnership with CODENI and the community.

*Support improved multi-agency coordination to reduce WFCL.* Applicants must propose assistance to a variety of stakeholders to develop WFCL coordination plans, policies, and monitoring systems. The focus should be on urban work and agriculture, including in sugarcane production, in the Department of Guairá.

- Technical assistance and training to address WFCL given to GOP agencies and municipalities for strategic planning, development of annual operating plans and budgets, coordination strategies, and implementation of a joint child labor monitoring system.
- Technical assistance and training provided to develop joint monitoring system among government, private sector, and civil society to address WFCL and protect children and adolescents in the Department of Guairá.

*Develop an integrated data sharing system (registro único) to eliminate the WFCL and protect children and adolescents in the Department of Guairá.* Applicants must propose strategies to provide assistance and training to facilitate data sharing that would contribute to comprehensively monitoring and protecting children and households vulnerable to WFCL. The project must propose strategies that foster ownership and sustainability of these systems.

- Technical assistance and training provided for development of integrated social protection data sharing system and a complementary community-based monitoring system.<sup>10</sup>
- Information shared and exchanges of good practices conducted with other countries that have integrated data systems (e.g., Brazil, Colombia, and Ecuador).

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<sup>10</sup> Data should include but is not limited to children and adolescents working informally, number of children and adolescents registered in CODENI, number of children registered in school, number of hours worked by children and adolescents, effect of work hours on school performance. The database can include information from the annual census of families conducted by organic sugar mills that buy from small family-based producers.

*Provide education services and programs.* Applicants must propose strategies that incorporate the following activities listed below to assist in expanding educational opportunities in the Department of Guairá. A special focus should be given to rural adolescent girls. Applicants must describe how the proposed educational strategies address the WFCL.

- Models for innovative school enrichment and afterschool activities piloted for children in project areas of intervention.
- Models for accelerated education piloted for children who have dropped out of school or are behind in school because of work.
- Supplies and materials for school enrichment, afterschool activities, and accelerated education programs provided.
- Transportation options in project areas assessed and if needed, related support provided to project beneficiaries.

*Provide employment and training services to improve the livelihoods of households vulnerable to the WFCL.* Applicants must propose strategies that incorporate the activities listed below to assist with the improvement of livelihoods in the Department of Guairá. A special focus should be given to rural females, including rural adolescent girls. Applicants must describe how the proposed strategies address the WFCL.

- Training and technical assistance provided to MTESS on how to carry out market research on employment needs.
- Market assessment conducted to determine areas of employment needed in target areas.
- Assessment of educational level, aptitudes and employment skills of adolescent and adult project beneficiaries conducted, including with a focus on female adolescents.
- Adolescents and adults (particularly rural females) in project areas trained in required literacy, numeracy and other skills and referred to existing Servicio Nacional de Promoción Profesional (SNPP) training programs.<sup>11</sup>
- Pilot vocational training programs (particularly for rural females) developed through market research and tested for future accreditation by SINAFOCAL (Sistema Nacional de Formación y Capacitación Laboral or National Vocational Institute).<sup>12</sup>
- Transportation options in target areas assessed and if needed, related support provided to project beneficiaries.
- Entrepreneurship and financial literacy training provided for beneficiaries, who are referred to GOP livelihood and credit programs.

**OBJECTIVE 2: Labor laws enforced and working conditions improved in the Department of Guairá.** Applicants must propose strategies to build the capacity of MTESS to conduct effective labor inspections and improve labor law compliance and working conditions in the Department of Guairá. Project components to help MTESS' capacity to conduct labor inspections should focus on child/adolescent labor and minimum wage and hours. Activities

<sup>11</sup> This project should complement the IDB-supported "New Employment Opportunities for Youth" project that seeks to boost the employability of vulnerable youth ages 16 to 29. The expected outcome is to broaden the scope and quality of training programs and employment systems for young people in the city of Asunción and in Caaguazú, San Pedro, Paraguari, Guairá, and Central departments. Project partners include the MTESS and Micro, Small, and Medium-sized Enterprises Ministry. See [http://www.youthneo.org/Portals/13/Images/NEO/SW\\_Recursos/c6d4a039-1ad4-446a-9fab-15501c8022ba\\_NEO-PARAGUAY%20PR-M1031%20DM%20\(eng\).pdf](http://www.youthneo.org/Portals/13/Images/NEO/SW_Recursos/c6d4a039-1ad4-446a-9fab-15501c8022ba_NEO-PARAGUAY%20PR-M1031%20DM%20(eng).pdf)

<sup>12</sup> The programs for rural females can include non-traditional occupations.

such as trainings, developing protocols and a database, should be conducted at the national level and applied in the Department of Guairá. The project should gather and disseminate lessons learned and results from project implementation in the Department of Guairá that can be replicated by the MTESS in other parts of the country. The project must include at a minimum the following outputs and activities:

*Strengthen capacity for labor law enforcement and compliance.* Applicants must propose strategies that incorporate the activities listed below that lead to improved labor law enforcement and compliance.

- Current labor inspection mechanisms assessed to identify gaps and develop recommendations to strengthen the labor inspectorate in areas including planning, monitoring, and evaluating the work of the labor inspectorate. The assessment should identify the specific technical assistance needed that will lead to an increase in the number of violations identified and remedied, and an increase in the application and collection of fines assessed as appropriate.
- Training on best practices in MTESS staff onboarding and human resource management provided, particularly for new labor inspectors.
- Ongoing technical assistance provided to MTESS in strategic planning and annual operational planning, and monitoring and evaluation of labor inspections.
- Technical assistance provided for the development and/or revision of general labor inspection protocols, manuals, and inspection forms to generally cover a range of labor issues, as needed, in addition to the development of specific labor inspection protocols, manuals, inspection forms, and interview procedures that are focused on the following areas<sup>13</sup>:
  - Child labor
  - Forced Labor
  - Wage and Hour Violations
  - Paraguayan Labor Law
  - International Labor Standards
- All inspectors trained, both in the classroom and in the field, in new labor inspection protocols and processes, as part of assisting with the establishment of a permanent training program.<sup>14</sup>
- Selected inspectors trained to specialize in wage and hour violations and in child and adolescent labor violations.

*Strengthen and expand labor law enforcement information systems.* Applicants must propose strategies that incorporate the following activities that lead to an increase in MTESS efficiency.

- Information sharing and exchanges organized with other countries that have successful labor law enforcement information systems.
- Technical assistance provided on project-supplied software and information technology applications for labor inspection.
- Technical assistance and training provided for the establishment in the MTESS of an electronic information system for the registration and analysis of labor inspection data that

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<sup>13</sup> The Applicant should propose a plan to complement and not duplicate planned activities to be conducted through other USDOL-supported efforts.

<sup>14</sup> Given the planned increase in the number of inspectors, it will be necessary to provide training for the newly recruited staff, as well as for existing inspectors on labor laws and regulations and any new procedures, tools, and methodologies developed for better preventing, identifying, sanctioning and remedying violations of labor law. Training should also include interview procedures and techniques. A mentoring program between senior inspectors and newly hired inspectors should also be considered.

- will lead to an increase in the number of comprehensive targeted and directed inspections that follow best practice methodologies and guidelines for labor law enforcement.<sup>15</sup>
- Analysis of labor complaint and labor inspection data conducted to propose legislation (*proyectos de ley*) to improve labor rights and working conditions.

*Develop mechanisms for labor law compliance and enforcement to protect vulnerable children.* Applicants must propose strategies that incorporate the following activities that would strengthen labor law enforcement and protection of vulnerable children among various government institutions.

- Technical assistance and training provided to develop a system to make publically available information on citations and penalties issued to employers for child labor infractions.
- Written guidelines, training and technical legal assistance assessed and provided as needed for prosecutors, children's judges, court clerks, Defensores de la Niñez and other members of the judiciary<sup>16</sup> regarding:
  - How to apply International Conventions on child labor ratified by Paraguay.<sup>17</sup>
  - The meaning and interpretation of Paraguay's hazardous labor list.
  - How to cite international legal instruments (Conventions) in legal opinions.
- Technical assistance and training provided to develop a computerized system to monitor if judges are applying legal training received regarding the WFCL.

*Support and build capacity for CODENI's registration of working adolescents, including domestic laborers, and their reporting to MTESS.* Applicants must propose strategies that incorporate the activities listed below to strengthen CODENI's capacity and improve coordination to better protect working adolescents.

- Technical assistance and training provided to strengthen CODENI's capacity to implement its responsibilities and legal obligations under the Code for Children and Adolescents, with regards to the registration of adolescent workers 14-17.<sup>18</sup>
- Assessment of existing databases among government ministries and technical assistance and training provided to set up a unified adolescent workers' registry in the Department of Guairá, including adolescent domestic laborers.<sup>19</sup>
- Technical assistance and training provided to set up improved coordination and operational protocols between CODENI and the MTESS to conduct timely MTESS labor inspections in the case of labor law violations against adolescents.

## **5) CMEP Agreement and M&E Capacity Statement**

<sup>15</sup> This information system will allow for the systematic, centralized, and uniform collection and management of labor law compliance-related information, including violations found, sanctions imposed, and case status. Such a tool will facilitate the tracking of labor complaints and will drive policy-making, budgetary decisions, and strategic labor law enforcement, such as planning future targeted inspections by industry and violation. It will also allow the MTESS to generate statistics on sanctions imposed for labor law violations and publish on the MTESS website.

<sup>16</sup> The Applicant should propose a plan to complement and not duplicate planned activities to be conducted through other USDOL-funded projects. For example, the CLEAR project may be providing training on the hazardous list and light work. The GAP 11 project may be providing trainings to the Judiciary on international conventions on child labor and forced labor. For a list of USDOL programs in Paraguay, see: <http://www.dol.gov/ilab/map/countries/paraguay.htm>.

<sup>17</sup> Paraguay has ratified all key international conventions concerning child labor and ILO Convention 189 on Domestic Work.

<sup>18</sup> CODENI is required to register working adolescents and to report the registration of these adolescents within 72 hours.

<sup>19</sup> The registry could include wages paid and whether social security contributions are being made. It can draw upon experiences of the model of formalization of young workers that was implemented in Tobatí.

The Comprehensive Monitoring and Evaluation Plan (CMEP) is a tool to integrate and guide the project's monitoring, evaluating, and reporting on project progress toward achieving intended results and outcomes. It is also intended to serve as a management tool and facilitate managing for results. Applicants must confirm in their proposal their commitment to collaborate with DOL-funded External M&E Experts and DOL in developing the project's CMEP. Applicants must also describe their commitment to M&E and their capacity and approach to deliver the M&E requirements described in this FOA. These requirements include baseline and follow-up surveys (for further information on survey requirements, please see the sample MPG), the CMEP, development and implementation of a Direct Beneficiary Monitoring System (DBMS), collaboration on externally conducted midterm and final evaluations, and performance reporting. Applicants may use their own staff, a partner organization, or a sub-contractor to carry out these activities (or components of these activities), except for baseline and follow-up surveys, which must use a sub-contractor (projects may not use their own staff). Applicants must describe in the capacity statement how they will carry out these activities and ensure high quality data and deliverables. Applicants also should briefly address how they will safeguard all project data, particularly any personal data on beneficiaries.

The M&E capacity statement also must include the Applicant's strategy and methodology for monitoring the project's direct beneficiaries, including the education and work status of child beneficiaries. Applicants must provide details on the components of their proposed DBMS, including at a minimum, systems/tools for collecting and storing data, sources of data, and staff responsible for monitoring and data quality control. The DBMS monitors provision of educational and livelihood services provided to direct beneficiaries and monitors children's education and work status. All direct beneficiaries must be monitored at 6-month intervals (at a minimum) from the time they enter the program through the end of the project. Applicants must develop indicators to allow them to monitor the education and work status of each beneficiary child at 6-month intervals. Applicants should note that their beneficiary monitoring strategy and budget should account for a census of work status at 6-month intervals for all child beneficiaries to date at that point in the project, including logistics, travel, and staffing needed to accomplish this. Applicants must also develop monitoring guidelines for all project partners responsible for providing direct services to children and household members and validate monitoring information. In addition, see Appendix E for more information on ILAB/OCFT's common indicators, on which applicants also will be required to report.

## **6) Results Framework**

The Results Framework must include the project goal(s), objectives, outcomes, and critical assumptions that may influence the project. The Results Framework must be no longer than two pages and be included as an annex. The Results Framework will serve as an input into the CMEP or Performance Monitoring Plan, as applicable, and will be refined and finalized during that process.

## **7) Work Plan**

The Work Plan must identify major project activities, including M&E activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities for the entire life of the project. The Work Plan must be included as an annex and correspond to activities identified in the Results Framework and the Project Design. Applicants may choose an appropriate format for their Work Plan.

### **d. Organizational Capacity**



This section must describe the qualifications of the proposed Applicant and/or any proposed subrecipient to implement the project.

### **1) International and US Government Grant and/or Contract Experience**

Applicants must describe in the Past Performance annex any experience they have with implementing projects relevant to this FOA and provide references for past performance. No more than a total of six (6) references/projects for the primary Applicant and proposed subrecipient combined should be provided (see Appendices for a sample format). References must be included for the Applicants and proposed subrecipients providing services related to project interventions (see Section IV.B.1.c.4)), and Applicants should prioritize references for the primary Applicant(s) and their primary subrecipients. Projects included in the Past Performance Table must have been active within seven years of the issuance date of the FOA.

### **2) Country Presence and Host Government Support**

Applicants must describe their organization's (or partner organizations') existing presence and ability to start up project activities in the target area(s) upon receiving an award. Applicants should also discuss their ability to work directly with relevant government agencies and NGOs, including local organizations and community based organizations, and their past experience working with these stakeholders. Applicants must submit supporting documentation, which demonstrates country presence and outreach to the host government (including the Ministry of Labor and any ministries from which the host government requires approval to implement activities related to this announcement).

Applicants must also collaborate with the relevant government agencies in Paraguay, including at a minimum the MTESS, Judiciary, the National Commission to Prevent and Eradicate the Exploitation of Children (CONAETI), National Secretariat for Children and Adolescents (SNNA), CODENI, Abrazo and Tekoporá programs, Ministry of Agriculture, and Ministry of Micro, Small, and Medium Enterprise, the Secretariat for Youth, and municipal government bodies and committees.

Any documents that demonstrate country presence and corroborate host government support may be included as an annex to the Technical Proposal. Documentation may include official registration of the Applicant's organization in the host country, a current Memorandum of Understanding between the Applicant and the host government, and letters of support for the proposed project from the national and/or local governments.

This project is intended to address child labor in Paraguay. The FOA states that this work is to be performed in Paraguay; however, if ILAB and the recipient(s) determine that performance in Paraguay has become impossible as a result of withdrawal of host country government support for the project, ILAB and the recipient(s) may confer to determine whether it is desirable and feasible to implement the project in a different country in Latin America and the Caribbean. This determination will necessitate findings that: 1) based upon available research, the project, as it is described in this document, is warranted to address child labor and youth employment in the newly identified country; 2) ILAB and the recipient(s) can obtain support from the new proposed host country government to implement the proposed project; and 3) the recipient(s) has the capacity to implement the project in the proposed country within the legally permissible timeframe for implementation of the project. If ILAB and the recipient(s) are unable to make these findings and mutually agree on a modification to the award(s) to implement performance in

another country in Latin America and the Caribbean, either ILAB or the recipient(s) may seek to have the award suspended or terminated pursuant to the applicable termination clauses.

### **3) Partners**

Applicants are encouraged to establish partnerships and work with government agencies (see Section on “Country Presence and Host Government Support”), local organizations, and the private sector (e.g., sugar mill operators and other businesses) to advance the goals of the award.

Applicants must describe their approach for working with other organizations in Paraguay to advance the objectives of the project. Applicants may demonstrate this approach in their proposal by describing established partnerships, including with local organizations that have capacity and experience working on issues related to the objectives of the project. Applicants that propose such project implementation partners must include a brief description of such partners, including a description of the project partners’ role in implementing the proposed project strategy and how this approach will strengthen the overall proposal.

Applicants without such established partnerships must propose an approach that they will pursue for working with other organizations, which could include formal partnerships or informal collaborations, to advance the objectives of the project. Applicants must describe how this approach will strengthen the overall proposal.

### **4) Management Plan**

Applicants must discuss their project’s management plan, including a narrative description of the structure of the project’s management team, key personnel roles and responsibilities, and the lines of authority between key personnel and other project staff responsible for providing services related to project intervention. If other professional personnel are proposed, their role should be explained in the management plan. If any of the project’s personnel would be employed by a subrecipient, the Applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants must also include as an annex a project management organization chart that provides a visual depiction of the project’s management structure and lines of authority among all key personnel, other professional personnel, and other project staff being proposed. Applicants may choose an appropriate format for their project management organization chart.

### **5) Personnel**

#### **Key Personnel**

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. ILAB retains the authority to approve all key personnel changes throughout the life of the award. Key personnel must allocate 100 percent of their time to the project. Applicants must ensure that all proposed key personnel will be available to staff the project within 45 days of award should the Applicant be selected for award.

Applicants must propose candidates with qualifications to successfully implement the proposed strategy. Applicants must address candidates’ level of competence, past experience relevant to

this announcement and qualifications to execute the project strategies proposed by the Applicant. ILAB encourages Applicants to hire national/local staff for key personnel positions.

Recipients assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English.

ILAB has designated the following position(s) as key personnel. Requirements for each individual position follow:

**Project Director**

- Minimum of five years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports), preferably in Paraguay.
- Must be employed by the Grantee (not subgrantees/subcontractors).
- Establishes and maintains systems for project operations.
- Maintains working relationships with all project stakeholders, and engages in coalition building and public-private partnerships promotion.
- Experience in a leadership role in implementing development projects relevant to this solicitation.
- Fluency in Spanish and English is required.

**Monitoring & Evaluation Officer**

- Minimum of five years professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Bachelors or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor plus an advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/or performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience managing and providing ongoing training to M&E field officers.
- Ability to facilitate and serve as a project liaison for externally-managed evaluations.
- Fluency in Spanish and English is required.

**Project Specialist (Capacity-building for improved labor law enforcement)**

- Responsible for the oversight of the capacity-building strategies for increased labor law enforcement, including the strengthening of the labor inspectorate.
- Minimum of five years' experience in organizational development.

- Experience in the development of training programs, with experience providing training on labor inspection, labor rights and child labor issues preferred.
- Experience training a wide variety of stakeholders from the public sector, private sector and civil society groups preferred.
- Ability to work with technical experts, including labor law experts, to translate their expertise and develop training programs that are concrete, practical, and easy to understand and apply.
- Experience measuring gains in knowledge from trainings and incorporating such measures into improved training programs.
- Fluency in Spanish.

Applicants must include as an annex signed letters of commitment from all proposed key personnel (as identified in this FOA) indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of award.

Applicants must also submit as an annex a one-page résumé or *curriculum vitae* (CV) for each individual being proposed for each position designated as key personnel in this FOA. Applicants may submit résumés for other professional personnel being proposed in the application. Each résumé must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as employer name, position title, clearly defined duties, and dates of employment;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- English and other relevant language skills, if required (includes speaking, listening, reading, writing).

### **Other Professional Personnel**

The positions listed below are required additional professional project personnel (but are not considered key personnel and there is no time allocation required). Applicants must identify these other professional personnel and submit resumes to USDOL.

#### **Education Specialist**

- Minimum of three years of experience in a leadership position responsible for developing education interventions and the technical aspects related to the Applicant's proposed strategy, including student assessment, teacher training, educational materials/curriculum development, educational management, and educational monitoring and information systems, as applicable.
- Experience in managing projects to address issues related to primary and secondary education.
- Understanding of special educational needs of children removed from child labor when they enter/return to school or are provided with alternative education services.
- Experience working with vulnerable children and their households, preferably in Paraguay.
- Experience working successfully with Ministries of Education and other government agencies, networks of educators, employers' organizations, and trade unions or comparable entities.

- Fluency in Spanish.

### **Livelihoods Specialist**

- Minimum of three years of experience in a leadership position responsible for overseeing interventions to improve livelihoods and the technical aspects related to the Applicant's proposed strategy, including vocational training, skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, youth employment and social protection, as applicable.
- Experience in projects promoting livelihood interventions, preferably in Paraguay.
- Understanding of child labor issues, including youth employment.
- Experience working successfully with government agencies and private organizations engaged in promoting improved livelihoods for households and the provision of social protection services.
- Experience working with employers' organizations, trade unions or other civil society organizations.
- Fluency in Spanish.

Applicants may propose other professional personnel (other than key personnel) in their application. Applicants should hire national/local staff knowledgeable in the areas of intervention who will be responsible for implementing project activities. There is no required time allocation for other professional personnel.

## **6) Audit Reports**

Applicants must include as an annex a copy of the opinion letter(s) and a summary of audit findings for the Applicant and all subrecipients providing services related to project interventions. The Applicant must include a cover sheet for its audit attachments. The following audit attachments must be provided, in English, for all Applicants and proposed subrecipients:

- Summary of audit findings of most recent audit;
- Opinion letter of most recent audit;
- Demonstration of compliance with audit submission timeframes, if applicable;
- Summary of corrective actions, if applicable (including for organizations subject to the Single Audit Act); and
- Upon request, Applicants will be required to submit full audit reports and/or official translations of audit reports.

If this not applicable and a proposed applicant and/or subrecipient has not had an audit, the Applicant must include a letter in the Audit Documentation Annex explaining why.

### **e. Attachments and Annexes**

The following documents must be included with the application package and the failure to do so will cause the application package to be screened out. Those annexes listed below will be excluded from the technical proposal page limit.

- Abstract
- Results Framework
- Work Plan
- Past Performance References

- Evidence of Government Support and Country Presence
- Project Management Organizational Chart
- Key Personnel Signed Commitment Letters
- 1 Page Resumes for Key Personnel
- 1 Page Resumes for Required Professional Personnel
- Audit Documentation

## **2. Cost Proposal**

Applicants must prepare a cost proposal as part of the application. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the Project Narrative of the Applicant's technical proposal.

As part of the process of developing a cost proposal, the Applicant must have a DUNS number and be registered in SAM. In addition, the cost proposal must contain the following:

- SF-424 Key Contacts Form;
- SF-424 Application for Federal Assistance;
- SF-424A Budget Information;
- Detailed outputs-based budget and an accompanying budget narrative; and
- Indirect cost supporting documentation.

If an Applicant proposes cost sharing, cost sharing information must be included as part of the cost proposal. Cost sharing is not required for this program. Applications that include any form of cost sharing will not receive additional consideration during the review process. Any approved cost sharing will be subject to the same compliance and reporting requirements as any awarded federal funds.

### **a. Data Universal Numbering System (DUNS) Number and System for Award Management (SAM) Registration**

All Applicants for Federal funding opportunities are required to have a DUNS number and must supply their DUNS Number on the SF-424. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the Dun & Bradstreet (D&B) website:

<http://fedgov.dnb.com/webform/displayHomePage.do>. As authorized under 2 CFR 25, recipients authorized to make subawards must be aware of the following requirements related to DUNS Numbers:

- Recipients must notify potential subrecipients that no entity may receive a subaward from you unless the entity has provided its DUNS number to you.
- Recipients may not make a subaward to an entity unless the entity has provided its DUNS number to you.

Applicants must register with the SAM before submitting an application. Instructions for registering with SAM can be found at <https://www.sam.gov/portal/public/SAM/#1>. A recipient must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the Applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the

Applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award.

**b. SF-424 Key Contacts Form**

This form must include name, position title, address, telephone and fax numbers, e-mail address, and other relevant information for the Applicant's designated key contact person.

**c. SF-424, Application for Federal Assistance**

You must complete the SF-424, Application for Federal Assistance (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). The SF-424 must clearly identify the Applicant and must be signed by an individual with authority to enter into an award agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the Applicant is considered the Authorized Representative of the Applicant. As stated in block 21 of the SF-424 form, signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). The SF-424B is not required to be submitted with the application.

**d. SF-424A Budget Information (Non Construction Programs)**

You must complete the SF-424A Budget Information Form (available at <http://apply07.grants.gov/apply/FormLinks?family=15>).

**e. Outputs-Based Budget and Accompanying Budget Narrative**

The Cost Proposal must include a summary outputs-based budget, along with specific outputs-based budgets for the Applicant and each proposed subrecipient. The outputs-based budget must correspond to the SF-424 and SF-424A. Where category titles differ between the two, the information included should reflect a consistent proposed use of funds. The outputs-based budget (including DOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. Allowable costs include those specifically defined in 2 CFR Part 200. If selected for funding, the budget will become part of the award, and any costs omitted by the Applicant may not be allowed after award. Applicants may not rely on other contracts, grants, or awards to implement the Applicant's proposed strategy. The budget submitted with the application must include all necessary funds to implement the proposed project strategy. ILAB will not provide any additional funding to cover unanticipated costs.

The detailed outputs-based budget must present costs in a manner that is linked to objectives, activities, and outputs reflected in the Project Design, Work Plan, and Results Framework and demonstrate cost-effective allocation of project funds. In addition, it must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the largest proportion of project resources to project activities rather than to direct and indirect administrative costs.<sup>20</sup> For a sample outputs-based budget, please see <http://www.dol.gov/ilab/grants/SGAguidelines.htm>.

The cost proposal must also include a budget narrative that corresponds to the outputs-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the

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<sup>20</sup> The Grant Officer reserves the right to negotiate project and administrative cost levels before award.

Applicant's costs included in the outputs-based budget. The budget narrative should be detailed enough so ILAB can understand how each cost is calculated and how each cost directly relates to the proposed project activity.

As part of the budget narrative, Applicants must include a description of their organization's financial systems and supporting documentation to demonstrate the organization's ability to effectively manage the requested funds and adhere to relevant USG regulations.

Applicants must use the following guidance in preparing their outputs-based budget:

### **1) Travel**

Applicants must allocate sufficient funds to finance appropriate in-country and international travel. At a minimum, Applicants must allocate funds for:

- Travel by the Project Director and/or another key personnel staff member to Washington, D.C. to attend a post-award meeting (New Recipient Orientation); and
- Travel by the Project Director and/or other key personnel based in the field to meet annually with ILAB officials in Washington, D.C. or another site determined by ILAB.

### **2) Project M&E**

Applicants must allocate funds to cover the costs associated with project M&E activities. Projects must set aside at least 8 percent of the project budget's total direct costs to cover the costs associated with project M&E activities. This 8 percent must be included as its own line item/ category within the outputs-based budget. Allocations associated with M&E must include:

- The development and implementation of a DBMS.
- Regular collection and processing of monitoring data for project beneficiaries at the child and the household level, including any necessary travel and staff to monitor the work status of each beneficiary. Data collection and monitoring costs also should reflect the planned strategy for beneficiary monitoring, and account for the frequency of monitoring, logistics, and the total number of estimated beneficiaries who will need to be monitored every six months over the life of the project.
- The development of monitoring guidelines (in multiple languages, as appropriate) for all project partners responsible for providing direct services to children and members of their households.
- The development and implementation of a system and process for validating monitoring information.
- Support to the CMEP process including project staff in-country travel to two CMEP workshops, costs of hosting workshops (meeting rooms, etc.), training partners, and any other logistical/administrative costs (please see Section VI. Award Administration Information).
- Meeting reporting requirements as discussed in the FOA.
- At least \$70,000 total direct costs to support the external interim and final implementation evaluations. Resources permitting, ILAB will directly contract the external evaluators to design and implement the evaluations. However, the project will be responsible for certain support costs for each evaluation such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, interpretation for the external evaluator, hosting an evaluation stakeholders meeting, and in-



- country transportation and accommodation costs for staff and other stakeholders' participation in the meeting.
- Conducting a baseline survey, a follow-up survey, and, if relevant, a needs assessment on school conditions.

**Note:**

Costs associated with M&E personnel must be included under the personnel line item and not be included in this budget section.

Costs associated with any required additional research or special studies, as may be required by the FOA or proposed by the project, should not be included in this M&E budget, and must be budgeted for separately.

This budget guidance establishes a minimum amount of funds that must be set aside for M&E activities; the Applicant may propose additional funds as needed, based on cost estimates for required activities. In particular, Applicants are encouraged to conduct a cost analysis for baseline and follow-up surveys and budget for these surveys appropriately, as well as a cost analysis for beneficiary monitoring that accounts for logistics, travel and staffing needed to monitor the total number of beneficiaries over the life of the project every six months.

### **3) Audits / Attestation Engagements**

Include costs for audits as direct or indirect costs, whichever is appropriate, in accordance with your entity's allowable cost allocation procedures. Attestation engagements are conducted at DOL's expense to supplement the coverage provided by audits. There should be no costs included in the budget for attestation engagements.

### **4) Allowance for Unforeseen Costs**

Applicants must include five percent of the project's total direct costs to address unforeseen circumstances beyond the recipient's control that affect specific budget lines related to:

- Inflation affecting specific project costs;
- United Nations System or foreign government-mandated salary scale or benefits revisions; and
- Exchange rate fluctuations.

DOL also recognizes that certain unforeseen circumstances may arise and result in a need for exceptions to these uses of Allowance for Unforeseen Costs funds and a need for budget modifications or time extensions. These include (1) changes in a country's security environment; (2) natural disasters; (3) civil or political unrest/upheavals or government transitions; or (4) delays related to loss of or damage to project property. Use of these funds must be approved by the Grant Officer. The MPG gives guidelines for requesting approval of a budget modification to re-allocate funds under the Allowance for Unforeseen Costs budget line, as well as guidance on the timeline by which such re-allocations should be completed.

### **5) Value Added Tax (VAT)**

VAT Foreign taxes charged for the purchase of goods or services that a non-Federal entity is legally required to pay in country is an allowable expense under Federal awards. The recipients and subrecipients shall make every effort to apply for and receive VAT exemption in the country or countries in which the project operates. 2 CFR 200.470(c).

The recipient will report on the progress of its application for VAT exemption in its Technical Progress Reports. See the MPG for further guidance on VAT exemptions.

## **6) Housing**

If included in the budget, provide in the budget narrative a justification for any proposed housing costs, housing allowances, and/or personal living expenses. In accordance with federal cost principles, personnel housing and personal living expenses are only allowable as direct costs in the project budget. DOL funds may only be used to pay for housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from DOL. Applicants must provide a brief explanation as to why such costs are considered necessary for the performance of the project, consistent with the organization's established policies, and reasonable for the country where the staff person will reside.

## **7) Indirect Costs**

Applicants may request indirect costs according to Federal regulations. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges must be based on allowable, allocable, and reasonable costs based on the applicable cost principles.

### **f. Indirect Cost Supporting Documentation**

The following supporting documentation is required:

- For organizations with a current negotiated indirect cost rate agreement (NICRA) approved by the Federally Cognizant Agency (FCA): Please provide a copy of the NICRA in the proposal.
- For organizations with an expired rate or a rate not previously approved by the FCA: Please provide a proposed indirect cost rate and a justification for the proposed rate.
- For organizations with no budgeted/claimed indirect costs: Please provide a Certificate of Direct Costs.
- For organizations that have never received a negotiated indirect cost rate, with exceptions noted in 2 CFR 200.414(f), and wish to request a de minimis indirect cost rate of 10% of modified total direct costs (MTDC): Please provide a description of how the rate will be implemented and confirm compliance with relevant cost principles. If approved, the de minimus rate must be used consistently for all Federal awards and may be used indefinitely or until the organization negotiates a rate.

## **3. Submission Date, Times, and Process**

#### **a. Submission Date and Times**

The closing date for receipt of applications under this Announcement is September 22, 2015. Applications must be submitted either electronically on <http://www.grants.gov> or in hard copy by mail or in hard copy by hand delivery (including overnight delivery). Hard copy applications must be received at the address below no later than 4:00:00 p.m. Eastern Time on the closing date. Applications submitted on grants.gov must also be successfully submitted (as described below) no later than 4:00:00 p.m. Eastern Time on the closing date. You are cautioned that applications should be submitted before the deadline to ensure that the risk of late receipt of the application is minimized. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

#### **b. Hard Copy Submissions**

Applicants submitting applications in hard copy by mail or overnight delivery must submit an original signed application (including the SF-424) and one (1) “copy-ready” version free of bindings, staples or protruding tabs to facilitate the reproduction of the application by DOL. Applicants submitting applications in hard copy are also required to include in the hard copy submission an identical electronic copy of the application on compact disc (CD). If discrepancies between the hard copy submission and CD copy are identified, the application on the CD will be considered the official Applicant submission for evaluation purposes. Failure to provide identical applications in hard copy and CD format may have an impact on the overall evaluation.

If an application is submitted by both hard copy and through <http://www.grants.gov>, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through <http://www.grants.gov>.

No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to:

U.S. Department of Labor  
Employment and Training Administration, Office of Grants Management  
Attention: Elizabeth Whittington, Grant Officer  
Reference FOA-ILAB-15-05  
200 Constitution Avenue, NW, Room N4673  
Washington, DC 20210.

Mail delivery in the Washington DC area may be delayed due to mail decontamination procedures.

Hand-delivered applications will be received at the above address. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by

professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. “Postmarked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, Applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed in a timely manner and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

### **c. Electronic Submissions**

#### **Register**

Applicants are strongly encouraged to immediately initiate and complete the registration steps at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Applicants should read through the registration process carefully before registering. These steps may take four weeks or more to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help Applicants walk through the process. Applicants are strongly encouraged to download the “Organization Registration Checklist” at <http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html> and prepare the information requested before beginning the registration process.

#### **Create a User Profile**

The next step is to create a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know their organization’s DUNS Number. (As described earlier in Section IV.B.2.a, Applicants must have a DUNS Number and be registered with SAM before submitting an application.) To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>

#### **AOR Authorization**

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) - a representative from your organization who is the contact listed for SAM – will receive an email prompting them to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then need to log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>, or to track AOR status visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When an application is submitted through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the organization as the AOR; this step is often missed and it is crucial for valid submissions.

#### **Email Notifications for Receipt and Validation**

When a registered Applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the Applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Grants.gov will reject applications if the Applicant's registration in SAM is expired.

Only applications that have been successfully submitted by the deadline and later successfully validated will be considered. It is the Applicant's sole responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

### **File Formats**

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the Applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. DOL will attempt to open the document, but will not take any additional measures in the event of problems with opening submitted files.

Save all files with descriptive file names of 50 characters or less and be sure to only use standard characters in file names: A-Z, a-z, 0-9, and underscore (\_). File names may not include special characters (e.g. &, -, \*, %, /, #), periods (.), blank spaces or accent marks, and must be unique (i.e., no other annex may have the same file name). An underscore (example: my\_Attached\_File.pdf) may be used to separate a file name.

You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

### **Resources**

We strongly advise Applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, you may subscribe to "Grants.gov Updates" at <http://www.grants.gov/web/grants/manage-subscriptions.html>.

If you encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email [support@grants.gov](mailto:support@grants.gov). The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays.

## **C. Intergovernmental Review**

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

#### **D. Funding Restrictions**

All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200. Disallowed costs are those charges to an award that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the award. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

#### **E. Indirect Costs**

Applicants may request eligible indirect costs according to 2 CFR Part 200 and as explained in section IV.B.2.e and IV.B.2.f Outputs-Based Budget and Accompanying Budget Narrative.

#### **F. Intellectual Property Rights**

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the award, including a subrecipient; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The recipient may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with award funds, including intellectual property, these revenues are program income. Program income is added to the award and must be expended for allowable activities. Additionally, the Federal government has the right to require intellectual property developed under a competitive Federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the recipient.

#### **G. Other Submission Requirements**

Withdrawal of Applications: Applications may be withdrawn by written notice to the Grant Officer at any time before an award is made.

### **V. Application Review Information**

#### **A. Criteria**

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.1. (Technical Proposal and annexes) and IV.B.2. (Cost Proposal). Reviewers will award points based on the evaluation criteria described below:

<b><u>CRITERION</u></b>	<b><u>REFERENCE</u></b>	<b><u>POINTS</u></b>
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Statement of Need	IV.B.1.c.1.	4
Goals, Objectives and Expected Outcomes	IV.B.1.c.2.	5
Targets	IV.B.1.c.3.	5
Project Design	IV.B.1.c.4.	25
CMEP Agreement and M&E Capacity Statement	IV.B.1.c.5.	5
Results Framework	IV.B.1.c.6.	5
Work Plan	IV.B.1.c.7.	3
Organizational Capacity		
International and US Government Grant and/or Contract Experience	IV.B.1.d.1.	6
Country Presence and Host Government Support	IV.B.1.d.2.	5
Partners	IV.B.1.d.3.	6
Management Plan	IV.B.1.d.4.	5
Personnel	IV.B.1.d.5.	11
Outputs-Based Budget and Accompanying Budget Narrative	IV.B.2.e.	15
Total =		100

## **B. Review and Selection Process**

### **1. Merit Review and Selection Process**

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 100 points may be awarded to an Applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels where more than one review panel is used) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds and/or other relevant factors. The Grant Officer may consider any information that comes to his/her attention.

The Applicant's signature on the SF-424, including electronic signature via E-Authentication on <http://www.grants.gov>, constitutes a binding offer by the Applicant. The government may elect to award funds with or without discussions with the Applicant.

### **2. Risk Review Process**

Every application will be evaluated to determine the risks posed by the Applicant. Prior to making an award, DOL will review information available through any OMB-designated repository of governmentwide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), D&B, and "Do Not Pay." Additionally, DOL will comply with the requirements of 2 CFR Part 180 [Governmentwide Debarment and Suspension (Nonprocurement)]. This risk evaluation may incorporate results of the evaluation of the Applicant's eligibility (application screening) or the quality of its application (merit review). If DOL determines that

an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance;
- (3) History of performance. The Applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance with applicable reporting requirements, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- (4) Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs;
- (5) The Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

## **VI. Award Administration Information**

### **A. Award Notices**

Applicants selected for award will be contacted directly by the Grant Officer or designee. Non-selected Applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the application as submitted. Before an award is made, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support award implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. We reserve the right to not fund any application related to this FOA.

### **B. Administrative and National Policy Requirements**

#### **1. General Requirements**

Recipients and subrecipients under this FOA shall be subject to the terms outlined in this announcement, the award agreement, and the MPG. Recipients are also subject to applicable U.S. Federal laws (including appropriations laws) and regulations, Executive Orders, applicable OMB Circulars, and DOL policies. If, during project implementation, a recipient is found in violation of any of the foregoing, remedies may include modification of the terms of the award; disallowance and recovery of costs; termination of the award; and any other action permitted by law.

For the purposes of this announcement and awards, recipients will be the sole entity:

- to act as the primary point of contact with DOL to receive and respond to all inquiries, communications and orders under the project;
- with authority to withdraw or draw down funds through the Department of Health and Human Services-Payment Management System;
- responsible for submitting to DOL all deliverables, including all technical and financial reports related to the project;



- that may request a revision or amendment of the terms and conditions of award or the Project Document (see MPG for description of Project Document); and
- responsible for working with DOL to close out the project. Each recipient must comply with all applicable Federal regulations and is individually subject to audit.

## **2. Audits and Attestation Engagements**

Recipients must comply with the audit requirements set forth in Subpart F – Audit Requirements of the Uniform Guidance (2 CFR Part 200) and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Recipients must notify their assigned Grant Officer’s Representative of each audit conducted within the timeframe of the DOL-funded project at the time it is submitted to the Federal Audit Clearinghouse.

DOL has contracted with an independent external auditor to conduct project-specific attestation engagements at DOL’s expense to supplement the coverage provided by the annual audits that recipients are required to arrange, which are referenced in the preceding paragraph. All recipients, including non-U.S.-based and private for-profit awardees, are subject to attestation engagements during the life of the award. Attestation engagements will be conducted in accordance with U.S. Government Auditing Standards, which include auditors’ opinions on (1) compliance with DOL regulations and the provisions of the award and (2) the accuracy and reliability of the recipient’s financial and performance reports.

## **3. Administrative Standards and Provisions**

All recipients and subrecipients will be subject to all applicable Federal laws, regulations—including the OMB Uniform Guidance, and the terms and conditions of the award. The award(s) made under this FOA will be subject to the following administrative standards and provisions:

- a. Non-Profit Organizations, Educational Institutions, and State, Local and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- b. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR Part 31 (Cost Principles), and 2 CFR Part 200 (Administrative Requirements).
- c. 29 CFR Part 93 – (New Restrictions on Lobbying)
- d. 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements)
- e. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- f. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- g. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- h. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

- i. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- j. 49 U.S.C. 40118 - Fly America Act
- k. General Terms and Conditions of Award.

Recipients must adhere to all of the post-award requirements outlined in ILAB's MPG. The MPG provides general management procedures and guidance for recipients of ILAB awards in areas that may not be explicitly detailed in the announcement. See <http://www.dol.gov/ilab/grants/SGAguidelines.htm>

#### **4. Other Legal Requirements:**

##### **a. Transparency Act Requirements**

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

- (1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- (2) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- (3) Federal awards, if the required reporting would disclose classified information.

##### **b. Safeguarding Data Including Personally Identifiable Information (PII)**

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department and must be observed except where disclosure is allowed by the prior written approval of the GO or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this award will be conducted in a manner consistent with applicable Federal law.

##### **c. Record Retention**

You must be prepared to follow Federal guidelines on record retention, which require you to maintain all records pertaining to award activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information,

including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

#### **d. Use of Contracts and Subawards**

You must abide by the following definitions of contract, contractor, subaward, and subrecipient:

**Contract:** Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as defined in 2 CFR 200.22 does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).

**Contractor:** Contractor means an entity that receives a contract as defined above in Contract.

**Subaward:** Subaward means an award provided by a pass-through entity (defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program) to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on governmentwide suspension and debarment found at 2 CFR Part 180 and codified by DOL at 29 CFR Part 98.

#### **e. Closeout of Award**

Any entity that receives an award under this Announcement must close its award with DOL at the end of the period of performance. Indirect costs support for allocated charges to the award is validated at time of Closeout using a Federally approved NICRA or other applicable rate agreement.

### **5. Other Administrative Standards and Provisions**

Except as specifically provided in this FOA, our acceptance of an application and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any award requirements and/or procedures.

### **6. Special Program Requirements**

#### **a. Evaluation**

ILAB may require that the program or project participate in an evaluation of overall performance of ILAB awards and requires the cooperation of the recipient as a condition of award.

## **b. Performance Goals**

Please note that Applicants will be held to agreed upon outcomes and failure to meet those outcomes may result in technical assistance or other intervention by ILAB, and may also have a significant impact on decisions about future awards with ILAB.

## **C. Reporting**

You must agree to meet DOL reporting requirements. You must agree to provide the reports and documents listed below:

### **1. Quarterly Financial Reports**

A Quarterly Federal Financial Report (SF 425, FFR) is required until such time as all funds have been expended or the award period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. On the final FFR, recipients must include any subaward amounts so final indirect costs can be calculated, if applicable. Recipients must use DOL's Online Electronic Reporting System; information and instructions will be provided as part of the final award.

### **2. Semi-Annual Technical Progress Reports**

You must submit a semi-annual technical progress report within 30 days after the end of the months of March and September each calendar year. The report must include information on award activities, performance goals, and milestones. The last technical progress report will serve as the award's Final Technical Progress Report. This report must provide both semi-annual and cumulative information on the award activities. It must summarize project activities, outcomes and other deliverables, and related results of the project. ILAB will provide formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. ILAB retains the right to require technical progress reports at quarterly intervals.

### **3. Indirect Cost Rates**

For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimus rate): An indirect cost proposal must be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.

For all organizations with NICRAs: Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally approved NICRAs for the life of the award, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

### **4. Closeout Reports**

Within 90 days of completion of the project the recipient must provide the following project closeout reports:

- Final Technical Progress Report
- Final quarterly FFR

- Final cumulative FFR
- Recipient's Release Form
- Government Property Closeout Inventory Certification

Additional information may be required for some Closeout procedures. More information is available after award.

## **VII. Agency Contacts**

For further information about this FOA, please contact Mr. Dorjan Chaney, Office of Grants Management. Applicants should e-mail all technical questions to [chaney.dorjan@dol.gov](mailto:chaney.dorjan@dol.gov) and must specifically reference FOA-ILAB-15-05, include a contact name, email address and phone number. This Announcement is being made available at <http://www.grants.gov>.

## **VIII. Other Information**

### **A. Transparency**

DOL is committed to conducting a transparent award process and publicizing information about program outcomes. Posting applications on public websites is a means of promoting and sharing innovative ideas. For all applications in this competition, DOL will publish the Abstracts required by Section IV.B.1.a, and selected information from the SF-424 for all applications on the Department's public website or similar publicly accessible location. Additionally, DOL will publish a version of the Technical Proposal required by Section IV.B.1. for all successful applications, on the Department's website or a similar location. No other attachments to the application will be published. The Technical Proposals and Abstracts will not be published until after the awards are announced. In addition, information about award progress and results may also be made publicly available.

DOL recognizes that applications sometimes contain information that an Applicant may consider proprietary or business confidential information, or may contain PII. Proprietary or business confidential information is information that is not usually disclosed outside an organization and disclosing this information is likely to cause substantial competitive harm. PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.<sup>21</sup>

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or PII in this summary. In the event that an Applicant submits proprietary or confidential business information or PII, DOL is not liable for the posting of this information contained in the Abstract. The submission of the application constitutes a waiver of the Applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the Applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the Applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

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<sup>21</sup> OMB Memorandum 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>.

By submission of this application, the Applicant agrees to indemnify and hold harmless the United States, the U.S. Department of Labor, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this application, the Applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or PII is properly protected from disclosure when DOL posts the successful Technical Proposals, Applicants whose Technical Proposals will be posted will be asked to submit a second redacted version of their Technical Proposal, with any proprietary, confidential commercial/business information, and PII redacted. All non-public information about the Applicant's and partner staff (if applicable) should be removed as well.

The Department will contact the Applicants whose Technical Proposals will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Technical Proposals.

Submission of a redacted version of the Technical Proposal will constitute permission by the Applicant for DOL to make the redacted version publicly available. DOL will also assume that by submitting the redacted version of the Technical Proposal, the Applicant has obtained the agreement to the Applicant's decision about what material to redact of all persons and entities whose proprietary, confidential business information, or PII is contained in the Technical Proposal. If an Applicant fails to provide a redacted version of the Technical Proposal within 45 days of DOL's request, DOL will publish the original Technical Proposal in full, after redacting only PII. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including an Applicant's proprietary and confidential business information and any PII.)

Applicants are encouraged to maximize the application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or PII. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, DOL will follow the procedures outlined in the Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in applications will be protected by DOL from public disclosure in accordance with Federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a), as appropriate. If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an Applicant redacted in its "redacted copy."

## **B. OMB Information Collection**

### **Paperwork Reduction Act:**

The agency has determined this Funding Opportunity Accouchement is not subject to Office of Management and Budget approval under the Paperwork Reduction Act, as fewer than ten (10) responses are anticipated. Send comments regarding this determination to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov). Note: Please do not return

the completed grant application to this address. Information collected through this Funding Opportunity Announcement will be used by the Department of Labor to ensure that Federal funds are provided to the Applicants best suited to perform the functions of these awards. Submission of this information is required in order for the Applicant to be considered for award.

## **IX. Appendices**

### **APPENDIX A. Acronyms**

CFR	Code of Federal Regulations
CMEP	Comprehensive Monitoring and Evaluation Plan
CODENI	Consejerías Municipales para los Derechos del Niño, la Niña y el Adolescente or Defense
Councils for the Rights of Children and Adolescents	
DBMS	Direct Beneficiary Monitoring System
DOL	U.S. Department of Labor
DUNS	Dun and Bradstreet Universal Numbering System
ETA	Employment and Training Administration
FCA	U.S. Federal Cognizant Agency
FFR	Federal Financial Report
FOA	Funding Opportunity Announcement
FOIA	Freedom of Information Act
GO	Grant Officer
GOP	Government of Paraguay
GOR	Grant Officer's Representative
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Non-governmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
PIO	Public International Organization
SAM	System for Award Management
SF	Standard Form
TDA	Trade and Development Act
TPR	Technical Progress Report
TVPRA	Trafficking Victims Protection and Reauthorization Act
USAID	U.S. Agency for International Development
VAT	Value Added Tax



## APPENDIX B. Definitions

1. **“Acceptable work,”** while not specifically defined in the ILO Conventions, is work that is performed by children who are of legal working age, in accordance with national legislation and international standards, namely ILO Conventions 182 and 138; non-hazardous; non-exploitative; and does not prevent a child from receiving the full benefit of an education. For example, “acceptable work” would generally include light work that is compatible with national minimum age legislation and education laws.
2. **“Area-based approach,”** is defined for the purposes of this FOA as an approach that targets all forms of child labor and forced child labor within a defined geographic area and incorporates project activities to reduce child labor and forced child labor in that area into a wider development framework that includes national strategies to address the promotion of education, the advancement of decent work, and poverty reduction. This approach aims to increase the effectiveness and sustainability of activities by creating a setting in which children do not move from one hazardous occupation to another, vulnerable households are empowered to address their livelihood situations, and communities take ownership, all of which is needed to support long-term change.
3. A **“child”** or **“children”** are individuals under the age of 18 years.
4. **“Child labor”** includes those children (minors under age 18) working in the worst forms of child labor as outlined in ILO Convention 182 and children engaged in work that is exploitative and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138. ILO Convention 182 defines the WFCL as:
  - (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
  - (b) the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances;
  - (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; and
  - (d) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Recipients are encouraged to consult Recommendation 190 accompanying ILO Convention 182 for additional guidance on identifying hazardous forms of work. According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- (a) work which exposes children to physical, psychological, or sexual abuse;
- (b) work underground, under water, at dangerous heights or in confined spaces;
- (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to

- their health;
- (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

5. **“Children affected by a disability”** include (1) children who are more vulnerable to child labor as a result of a disability in the household, (2) children with disabilities and are being used in child labor, and (3) children who have acquired disabilities as a result of child labor.
6. **“Children at high-risk of entering child labor”** refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in child labor (e.g. siblings of working children). The definition of high-risk should be defined by the project and used in the baseline survey.
7. **“Cooperative agreement”** refers to an award instrument where substantial involvement is anticipated between a Federal awarding agency and a non-Federal recipient entity. during the performance of project activities. The level of monitoring and accountability under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.
8. **“Cost sharing” or “matching”** means the portion of project costs not paid by Federal funds.
9. **“Decent work”** is an initiative led by the ILO that promotes higher productivity and fair income for all workers. It is based on four components: (1) job creation, (2) exercise of labor rights, (3) expansion of social protection programs, and (4) social dialogue.
10. **“Direct beneficiaries”** are children and households that have been provided with educational and livelihood services and leadership training.
11. **“Direct beneficiary monitoring system”** DBMS monitors provision of educational and livelihood services provided to direct beneficiaries as well as monitoring of children’s education and work status.
12. **“Direct educational services”** may involve either of the following:

The provision of goods and/or services (if lack thereof is a barrier to education) that meets direct beneficiaries’ specific needs and results in their enrollment in at least one of the four categories of educational activities listed below. Examples of goods and/or services that may meet the specific gaps/educational needs of targeted children include tutoring, school meals, uniforms, school supplies and materials, books, tuition and transportation vouchers, or other types of non-monetary incentives.

The four categories of educational activities that qualify are:

- Non-formal or basic literacy education- This type of educational activity may include transitional, leveling, or literacy classes so that a child may either be mainstreamed into formal education and/or can participate in vocational training activities;
- Vocational, pre-vocational, or skills training- This type of training is designed to develop a

- particular, marketable skill (i.e., mechanics, sewing);
- Formal education - This is defined as the formal school system within the select country; or
- Mainstreaming - This type of educational activity involves transitioning children from non-formal education into the formal education system. Generally, mainstreaming involves the provision of goods and/or services that may assist in placement testing and enable a child to attend and stay in school.

OR

The direct provision of at least one of the following two educational activities by the project to its direct beneficiaries:

- Non-formal or basic literacy education; or
- Vocational, pre-vocational, or skills training.

Recipients must be able to match a particular service or educational or training opportunity to an individual child. Therefore, project interventions such as infrastructure improvements to schools and other learning environments, teacher training, construction of latrines, inclusion of child labor modules in teacher curriculum, or the provision of classroom chalkboards are not considered “direct educational services” as defined above (see definition of “other project interventions”).

13. **“Direct services”** are interventions that include educational and livelihood services and leadership training provided by the project.
14. **“Educational services”** refers to formal or non-formal education:
  - **Formal education services** refer to education provided and/or recognized by the government. Formal education may include government schools, private schools, religious schools, etc. The support of formal education may involve the provision of goods and/or services including direct costs such as school fees and teaching and learning materials and indirect costs such as school uniforms, transportation costs, etc. These goods and/or services are intended to ensure that the child will attend and stay in school.
  - **Non-formal education services** refer to education provided by any organization or body outside of the formal school system. This education may include literacy, mainstreaming education, accelerated learning, community-based education, bridge courses, remedial education, life skills, etc. Non-formal education services may lead to mainstreaming into formal education or equivalent school certificates.
  - **Vocational education services** refer to education and/or training related to a specific vocation, trade or occupation. For the purposes of a project(s) funded under this announcement, a child under the age of 18 who receives vocational education services will be counted as having received an educational service. Vocational education services may also be provided to individuals 18 years of age and older in a household, including older siblings of working or at-risk children under the age of 18, if the provision of such services is intended to reduce the likelihood of child labor for a child in that household as a result of improvements to the household’s livelihood. In such cases, the recipient will report this vocational service to ILAB as a livelihood service provided by the project.
15. **“Forced labor”** refers to all work or service that is exacted from any individual under menace of any penalty for nonperformance of the work or service, and for which the work or service is not offered

voluntarily; or the work or service is performed as a result of coercion, debt bondage, or involuntary servitude. This definition is derived from ILO Convention 29 (Forced Labor).

16. **“Hazardous work”** The worst forms of child labor referred to in Article 3(d) of Convention 182 are known as **“hazardous work.”** According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:
- a. work which exposes children to physical, psychological, or sexual abuse;
  - b. work underground, under water, at dangerous heights or in confined spaces;
  - c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
  - d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
  - e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.”

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

17. **“Household”** consists of all persons—related family members and all unrelated persons—who occupy a housing unit and have no other usual address. For the purposes of this project a household must include at least one eligible child who is “at high-risk of entering child labor” or “engaged in child labor.”
18. **“Indirect beneficiaries”** are individuals who may benefit from “other direct services” and/or “other project interventions” provided by the project but who do not receive a “direct educational service.” Such individuals would not qualify as direct beneficiaries.
19. **“In-Kind contributions”** means goods or services committed to the project by the recipient and/or a non-Federal third party. A recipient will be responsible for obtaining such goods or services from the third party and applying them to the work of the award. Failure to do so may result in ILAB’s disallowance of costs in the amount of the committed in-kind contributions.
20. **“Key stakeholders”** can include, but are not limited to: parents, educators, community leaders, national policy makers, and key opinion leaders.
21. **“Livelihood”** is defined as a means of living, and the capabilities, assets (including both material and social resources, such as, food, potable water, health facilities, educational opportunities, housing, and time for participation in the community), and activities required for it. A livelihood encompasses income, as well as social institutions, gender relations, and property rights required to support and

sustain a certain standard of living. It includes access to and benefits derived from social and public services provided by the state, such as education, health services, and other infrastructure. Sustainable livelihood programs seek to create long-lasting solutions to poverty by empowering their target population and addressing their overall well-being. ILAB child labor elimination projects focus on ensuring that households can cope with and recover from the stresses and shocks and maintain or enhance present and future capabilities and assets in a way that helps them overcome the need to rely on the labor of their children to meet basic needs.

22. “**Livelihood services**” may include, but are not limited to, the provision or linkage to education and training, employment services, economic strengthening services, improved access to savings and credit, and social capital services. Definitions of livelihood services include, but are not limited to, the following categories:

- **Livelihood education and training services** aim to provide adult participants with the basic skills and knowledge necessary to benefit from social services, financial services, and higher education. Education and training services may include the provision or linkage to life skills, leadership training, financial education, and literacy and numeracy programs. Only adults<sup>22</sup> may be counted in this category as receiving education and training services.
- **Improved access to savings and credit** aims to mitigate economic shocks by leveling out the income of participants over time. These services may include village savings and loan programs, micro-insurance, micro-savings, (un)conditional cash transfer programs, health services, food programs, housing, and initiatives that aim to diversify the income sources of participants. Adults and children may receive these services.
- **Social capital services** aim to expand a participant’s connection within and between social networks. Social capital services may include the provision or linkage to support groups and labor sharing arrangements. Adults and children may receive social capital services.
- **Employment services** aim to increase employment, job retention, earnings, and occupational skills of participants. Employment services may include the provision or linkage to employment assistance programs, vocational and business training, business start-up packages, occupational safety and health training, micro-franchise programs, job placement, apprenticeships and public works programs. Adults and children of the legal working age may receive employment services.
- **Economic strengthening services** aim to increase the economic well-being of participants. Economic strengthening services may include the provision or linkage to micro-credit, productivity transfers, and cooperatives. Adults and children of the legal working age may receive economic strengthening services.
- **Productivity transfers** are inputs aimed at improving the productivity and/or efficiency of processes and may include, for example, training, seeds, fertilizers, fuel, and labor-saving technologies.
- **Cooperatives** are groups owned and operated by individuals, organizations, or businesses for their mutual benefit. For example, agricultural cooperatives or farmers' cooperatives may provide services, such as training, to individual farming members; pool production resources (land, machinery) so that members can farm together; provide members with inputs for agricultural production, such as seeds, fertilizers, and machinery; and engage in the transformation, distribution,

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<sup>22</sup> A legal adult is a person who has attained the age of 18.

and marketing of farm products.

23. **“Monitoring and evaluation”** M&E consists of two basic components —performance monitoring and evaluation— each of which serve distinct purposes. Performance monitoring, the monitoring of changes in performance indicators, reveals whether desired results are occurring and whether implementation is on track. In general, the results measured are the direct and near-term consequences of project activities. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or to inform decisions about current and future programming.
24. **“Occupational safety and health”** encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and deaths.
25. **“Other direct services”** are services (1) considered essential for ensuring reduction of children in child labor and (2) provided directly to the project’s direct beneficiaries. Some examples of “other direct services” would include extracurricular activities during school breaks and psychosocial counseling or medical care (e.g., for children withdrawn from commercial sexual exploitation, child soldiering). Another example would be providing direct beneficiaries who meet minimum age requirements for employment (particularly children 14 to 17 years) with occupational safety and/or health interventions that promote safe, acceptable work (e.g., protective masks, goggles, gloves) or job placement services to facilitate children’s transition from a vocational or skills training program into acceptable work. If the project provides children with one or more “other direct services” but does not provide them with a “direct educational service,” then the project cannot count these children as “direct beneficiaries.” However, such children may be considered “indirect beneficiaries.”
26. **“Public International Organization (PIO)”** is defined by the International Organizations Immunities Act, 22 U.S.C. § 288, et seq. PIOs are eligible to apply for award. For a complete list of PIOs, please see <http://transition.usaid.gov/policy/ads/300/308maa.pdf>.
27. **“Social protection programs”** include government interventions that seek to mitigate the impact of economic shocks, promote equity, and reduce poverty by providing social assistance to vulnerable populations. These can include cash transfers, microloans, health insurance, scholarships, savings, vocational training, and temporary jobs. Some DOL-funded projects have worked with governments to include project beneficiaries in social protection programs, provide project services to social protection beneficiaries, or conduct joint initiatives to combat child labor within the social-protection programs’ framework.
28. **“Subrecipient”** means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
29. **“Youth”** are individuals between the ages of 15 and 17 for the purposes of this announcement.
30. **“Youth development”** is defined as a process which prepares young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, morally, emotionally, physically, and cognitively competent. Positive youth development addresses the broader developmental needs of youth, in contrast to deficit-based models which focus solely on youth problems.
31. **“Youth employment”** seeks to provide employment opportunities for youth of legal working age who currently lack decent work and face underemployment, temporary and involuntary work with few

benefits, and limited opportunities for advancement. ILAB projects recognize the value of safe work for youth and their families and may support efforts to (1) promote youth employment opportunities that ensure youth can access educational, developmental, vocational, economic, and social opportunities, and (2) protect working children from hazards in the workplace.

32. “**Youth Leadership and Engagement**” includes the skills and knowledge gained by youth to lead and participate in their communities.
33. “**Working child**” is an individual under 18 years of age who engages in paid or unpaid work, whether in the formal or informal sector, for at least one hour during a given reference period. This work includes the production of goods for one’s own use, but does not include household chores carried out in a child’s own home.

## APPENDIX C. Sample Past Performance Table

<b>Name of Applicant/ Subrecipient/</b>	<b>Agency/ Donor/ Organization</b>	<b>Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)</b>	<b>Name of the Project and Instrument Number</b>	<b>Funding Amount (in \$)</b>	<b>Country of Implementation and Period of Performance</b>	<b>Brief Summary of Work Performed and Accomplishments</b>



## APPENDIX D. Requirements for Application Submission

Required Documents	FOA Reference	Applicant	Subrecipient (providing services related to project interventions)
Technical Proposal	Section IV.B.1.	√	
Cost Proposal	Section IV.B.2.	√	
Past Performance Table	Section IV.B.1.d.1. Appendix C	√	√
Audit Documentation	Section IV.B.1.d.6.	√	√
Documentation of Host Country Presence and Host Government Support	Section IV.B.1.d.2.	√	
Key Personnel Signed Letters of Commitment	Section IV.B.1.d.5.	√	√
Outputs-Based Budget and budget narrative	Section IV.B.2.e.	√	√
SAM Registration	Section IV.B.2.a.	√	
SF-424	Section IV.B.2.c.	√	
SF-424A	Section IV.B.2.d.	√	
Indirect Cost Supporting Documentation	Section IV.B.2.f. <u>Grants.gov</u> and ILAB Web site	√	

## APPENDIX E. ILAB/OCFT Common Indicators

ILAB has developed the following common indicators (to measure service delivery and project-level outcomes), which may be relevant to this project:

### **Indicators Reported by ILAB under the Government Performance and Results Act:**

- Number of direct beneficiary children provided **education** or vocational training services. (ILAB will discuss and agree upon data disaggregation requirements with the project during the CMEP process.)
- Number of households provided **livelihood** services. (ILAB will discuss and agree upon data disaggregation requirements with the project during the CMEP process.)
- Evidence of increased **country capacity** to address child labor and forced labor.

Any of the following achievements, if the project played a substantive role in accomplishing the achievement(s), would be considered evidence of increased country capacity to address child labor and forced labor:

1. The adaptation of the legal framework to meet international labor standards.
2. Formulation and adoption of specific policies, plans, or programs to combat child labor or forced labor.
3. The inclusion of child labor or forced labor concerns in relevant development, education, anti-poverty, and other social policies and programs.
4. Establishment of a child labor monitoring system (CLMS) or forced labor monitoring system.
5. Institutionalization of child labor and forced labor research (including evaluation and data collection).
6. Institutionalization of training on child labor or forced labor issues within government agencies.

### **Other Common Indicators to Measure Project Outcomes:**

- % of livelihood beneficiary households with at least one child engaged in child labor.
- % of livelihood beneficiary households with at least one child engaged in hazardous labor (HCL).
- % of livelihood beneficiary HHs with at least one child engaged in other worst forms of child labor (if applicable).
- % of livelihood beneficiary households with all children of compulsory school age attending school regularly.
- % of beneficiary children engaged in child labor.
- % of beneficiary children engaged in HCL.
- % of beneficiary children engaged in other worst forms of child labor (if applicable).

Signed 07/20/2015, in Washington, D.C. by:

Elizabeth Whittington

Grant Officer, Employment and Training Administration